



## **National External Affairs Coordinator**

**Location:** Silver Spring, MD - Office of National Marine Sanctuaries

**Supervisor:** Vice President

### **Position Overview**

The National Marine Sanctuary Foundation's National External Affairs Coordinators is responsible for implementing and communicating the Office of National Marine Sanctuaries' (ONMS) Communications and, Strategic Plan and supporting related Foundation's Communication, Education and Stewardship team efforts through external partners and legislative offices in support of America's National Marine Sanctuaries. Position is the point for all matters related to ONMS national level constituent affairs and liaison for system-wide federal legislative affairs. The coordinator works with Foundation's Policy and Conservation Director, ONMS leadership (headquarters and regional) to implement respective plans for communications and strategic partnerships identified through the ONMS strategic plan

### **Responsibilities:**

- Implements ONMS communications plan and ONMS strategic plan.
- Liaison with U.S. congressional members, relevant agencies, NGOs and the private sector, in addition to sanctuary sites.
- Ensure Foundation's efforts to support national marine sanctuaries and ONMS co-managed marine national monuments and the Office of National Marine Sanctuaries' efforts are relevant, recognized and publicized in local, regional and national arenas.
- Coordinate national constituent and legislative matters.



- Gather and exchange information, as related to constituent groups and other ONMS internal and external partners.
- Expand a national constituent network to increase program visibility.
- Diversify and strengthen support base and maintain/increase financial support through assigned campaigns of engagement.
- Orchestrate, build and steward collaborative and productive relationships with traditional and non-traditional audiences.
- Initiate, coordinate and facilitate messaging- and opportunities for congressional member/committee and/or staff interaction with ONMS leadership and sites through identified channels.
- Synthesize, interpret and/or communicate scientific information, recreational opportunities, community/volunteer opportunities, education and policy as it pertains to program's public image and scientific credibility.
- Develop, assess and distribute key messages and information via diverse, strategic and innovative mechanisms. (social media, congressional notifications, external partner media, etc.)
- Initiate and/or coordinate multiple outreach efforts and legislative initiatives among a geographically dispersed offices, and non-profit partners.
- Coordinate the release of public facing policies, outreach and science products
- Coordinate and respond to internal (ONMS/NOS/NOAA/ DOC leadership) and external (congressional and constituent) requests
- Manage volunteer internship program for the ONMS HQ Communication Division; recruit, train and supervise interns and fellows to support the implementation of communication activities.



### **Qualifications:**

- Master's degree in conservation science, policy or communications preferred
- 3 -5 years of experience preferred
- Experience in communications and policy
- Excellent communication skills, verbal and written
- Excellent attention to detail and developed social skills
- Ability to perform under tight deadlines

### **Why You Will Love Us**

- Dedicated and passionate staff committed to marine and Great Lakes conservation.
- Two weeks paid time off; paid time off the week between December 24<sup>th</sup> and January 1<sup>st</sup>; and, 11 paid holidays.
- Health Benefits: Medical with HSA and FSA options, dental, and vision
- Preparing for the Future: 403(B) with employer contribution after one year of service
- Extensive online training programs to help employees learn new skills. Eligible employees may be reimbursed for qualifying educational expenses.

**Compensation and Benefits:** Salary commensurate with experience. The Foundation offers a competitive benefits package.

**Start Date:** As soon as possible.

**To Apply:** Applications should include a cover letter, resume, list of references and several writing samples to [Applicants@marinesanctuary.org](mailto:Applicants@marinesanctuary.org). Please be sure to put "National External Affairs Coordinator" in the subject line. Applications received prior to November 30, 2018 will be preferred.

The Foundation is an equal opportunity employer and actively works to insure fair and equal treatment of its employees.



**NATIONAL  
MARINE  
SANCTUARY  
FOUNDATION**

**About Us:** The National Marine Sanctuary Foundation (Foundation) is a private, non-profit organization dedicated to strengthening and promoting U.S. national marine sanctuaries and marine monuments through conservation, science, education and community engagement.